

INVITATION FOR BIDS (IFB) NO. 97-072
FOR
PRINTING, BINDING, AND DELIVERY
OF
1997-1999 GENERAL AND GRADUATE INFORMATION CATALOGS
FOR THE
UNIVERSITY OF HAWAII AT MANOA
HONOLULU, HAWAII

APRIL, 1997

BOARD OF REGENTS
UNIVERSITY OF HAWAII
HONOLULU, HAWAII

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General and Graduate Information Catalogs for the University of Hawaii
at Manoa, Honolulu, Hawaii

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**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS
TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID
PACKAGE.**

BIDDER'S REMINDER:

Tax Clearance Certificate or OPRM Form 128, CERTIFICATION FOR TAX
CLEARANCE, (see SPECIAL PROVISIONS).

NOTICE TO BIDDERS

BID FORMS for IFB No. 97-072, Printing General and Graduate Information Catalogs, will be available from and received in the OFFICE OF PROCUREMENT, PROPERTY AND RISK MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, and must be submitted no later than 2:30 p.m., May 5, 1997, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the IFB by providing the vendor's name, address, contact person, telephone number, facsimile number, and an account number, billable to the receiver, for express shipment. Requests may be submitted via facsimile, (808) 956-2093. Direct all questions to Karlee Hisashima, (808) 956-8687.

Kenneth P. Mortimer
President, University of
Hawaii and Chancellor,
University of Hawaii at Manoa

Advertised: Honolulu Advertiser

Issue of: April 11, 1997

NOTICE TO BIDDERS

OPPRM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

BID FORM
FOR
PRINTING, BINDING, AND DELIVERY
OF
1997-1999 GENERAL AND GRADUATE INFORMATION CATALOGS

Office of Procurement, Property
and Risk Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

Gentlemen:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 97-072, FOR PRINTING, BINDING, AND DELIVERY OF 1997-1999 GENERAL AND GRADUATE INFORMATION CATALOGS FOR THE UNIVERSITY OF HAWAII AT MANOA, HONOLULU, HAWAII, and offers to furnish all labor, materials, and equipment required for the printing, binding, and delivery of the 1997-1999 General and Graduate Information Catalogs, as per TECHNICAL SPECIFICATIONS, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

BASIC BID

QUANTITY: 35,000 copies
NUMBER OF PAGES: 464 pp., plus cover
SIZE: 8-1/4 x 10 3/4 inches

For the sum of _____
_____ DOLLARS (\$_____).

All bid prices shall be f.o.b. destination, including all applicable taxes.

ADDITIONAL QUOTATIONS

It is understood and agreed that the University reserves the right to order reprints of the general and graduate information catalogs for a maximum of ONE HUNDRED EIGHTY (180) consecutive calendar days beyond the original acceptance date at the Unit Prices quoted below. Reprints shall be delivered within THIRTY (30) consecutive calendar days after receipt of orders.

Reprints: Additional 5,000's \$_____

It is understood and agreed that the following additional quotations shall be used at the option of the University, and shall be added to the BASIC BID, as follows:

Copies: Additional 5,000's \$_____

Pages: Plus EIGHT (8) pages \$_____/BASIC BID

\$_____/add'l 5,000's

Plus SIXTEEN (16) pages \$_____/BASIC BID

\$_____/add'l 5,000's

Additional quotations include all applicable taxes.

Any additional charges not within the scope of the BASIC BID shall be shown as a separate line item in the billing.

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax (currently 4%) imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Tax Clearance in the Special Provisions and Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **BASIC BID**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

LOCATION OF PRINTSHOP

Pursuant to Section 103D-1003, Hawaii Revised Statutes, the undersigned certifies that the printing shall be done at:

Location of Printshop

REMITTANCE ADDRESS

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on page BID - 6, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

LISTING OF SUBCONTRACTORS

The following information shall be submitted, on this form, by each bidder as a bid requirement. All bids which do not comply with this requirement may be rejected.

<u>Name of Subcontractor(s)</u>	<u>Nature and Scope of Work</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Contractor hereby certifies that the above information is accurate and that the subcontractor(s) listed above are capable of performing the work as described in the Technical Specifications.

By _____
Title: _____ Date _____

CERTIFICATION OF RECYCLED CONTENT

(See Official Document)

SIGNATURE PAGE
(See Official Document)

CERTIFICATION FOR TAX CLEARANCE

RE: IFB No.: _____

Project/Title: _____

I certify that I have submitted a State and IRS tax clearance application (DOTAX Form A-6) by mail on _____, (date)
and have not received an original or certified copy at the time I submitted this offer.

Upon receipt of a tax clearance, I will immediately send an original or certified copy by mail to:

Office of Procurement, Property
and Risk Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

Signature (Original): _____

Printed Name: _____

Title: _____

Company Name: _____

Date: _____

TECHNICAL SPECIFICATIONS

This section indicates the required Technical Specifications for the 1997-1999 General and Graduate Information Catalogs. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

QUANTITY: 35,000 copies

Provide quotation for additional 5,000's. (See Bid Form.)

NUMBER OF PAGES: 468 pages, plus cover.

Provide quotation for plus EIGHT (8) and plus SIXTEEN (16) pages. (See Bid Form.)

SIZE: 8-1/4 x 10-3/4 inches.

STOCK: Cover: 100 lb. Multifect Gloss Cover, recycled, or acceptable alternate.

Text: 35 lb. Boise Cascade Recycled Light Weight Opaque, or acceptable alternate.

ACCEPTABLE ALTERNATE

The type of paper mentioned is used in this specification as a measure of quality and performance. Any brand or manufacture of comparable or better quality and performance than that specified will be considered for acceptance by the University. However, the University reserves the right to reject and deny any substitution that it may, in its discretion, deem unacceptable, and the findings in this regard shall be accepted by the bidder as final and binding.

Note: Proposed alternates must be recycled.

Paper substitutions must be submitted for approval to the Assistant Publications Manager within SEVEN (7) consecutive calendar days prior to bid opening, or no later than 4:30 p.m. April 28, 1997.

INK:

Cover: Outside: Four-color process plus one pantone color, wrap around bleed with possible screens, bleeds, and/or reverses.

Inside: Black only.

Text: Black throughout with possible screens, and/or reverses.

Quality: Type as small as 6 pt. must be printed clearly.

COMPOSITION:

Outside Cover: Composite film negatives and colorkeys will be provided by the University.

Inside Cover and Text: Mechanicals with crop marks and windows for photos will be provided by the University.

ILLUSTRATIONS:

Campus map with screens on back cover and facing text page, negatives will be provided by the University. Approximately FORTY (40) halftones in varying sizes.

Printer shall enlarge or reduce photos as necessary and screen all photos (100-130 line screen).

See catalog sample for approximate sizes and placement.

BINDING:

Perfect binding with square back. Printing on spine.

Subcontracting to a trade shop for trimming and binding is allowable.

PROOFS:

Bluelines and press check required. Catalogs shall be printed only when final proof bears written approval by the University.

DELIVERY DATES:

A. **June 16, 1997**

Camera-ready laser printed mechanicals for text pages and composite film negatives for cover will be provided no later than THIRTY-FIVE (35) consecutive calendar days prior to the initial delivery date.

- B. Additional copies shall be delivered within FOUR (4) weeks after June 16, 1997.
- C. The final delivery shall be completed no later than **December 15, 1997**.

DELIVERY LOCATIONS
AND QUANTITIES:

- A. On June 16, 1997, the following quantities shall be delivered to the departments listed below:

<u>LOCATION</u>	<u>QUANTITIES</u>
1. University of Hawaii Bookstore Attn: Tradebook Department Campus Center 2465 Campus Road Honolulu, Hawaii 96822	5,000 copies
2. Office of Student Affairs ... 2600 Campus Road Room 406 Honolulu, Hawaii 96822	4,000 copies
3. School and College Services . 2600 Campus Road Room 214 Honolulu, Hawaii 96822	3,500 copies
4. Admissions and Records 2600 Campus Road Room 001 Honolulu, Hawaii 96822	2,500 copies

- B. Additional copies shall be delivered to the University of Hawaii Bookstore within FOUR (4) weeks after
June 16, 1997 10,000 copies

SUBTOTAL FOR A and B 25,000 copies

- C. The final delivery shall be done in late Fall for the balance of the copies due and shall be delivered to the University of Hawaii Bookstore
by **December 15, 1997** 10,000 copies

SUBTOTAL FOR C 10,000 copies

TOTAL AMOUNT FOR A, B & C 35,000 COPIES

RETURN OF COPY: All materials, including but not limited to laser printed mechanicals, artwork, photographs, negatives, and proofs are the property of the University of Hawaii and must be returned to the Publications Office, Bachman Annex 6, upon completion of job.

EXTRA CHARGES: The University shall be notified of all extra charges, BEFORE they are incurred. These extra charges shall not be paid unless a modification to the contract has been issued by the Office of Procurement, Property and Risk Management.

SAMPLES: Samples are available for inspection at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii.

CONDITIONS GOVERNING THIS JOB: The University reserves the right to:

- a. Reject the low bid, if it, in good faith, finds that the low bidder cannot perform the work in accordance with these specifications.
- b. Reject any part of, or the entire job, if it is not completed in accordance with these specifications.

PREQUALIFICATION OF BIDDERS: Printer is required to submit samples of similar publications done in his/her shop within the past year, to be approved by the Technical Representative. Samples shall be submitted to the Technical Representative within FOURTEEN (14) consecutive calendar days BEFORE bids are due or no later than April 21, 1997, (unless samples are already in the Office of University Relations).

The University will evaluate the ability of the printer to provide quality printing with consistency. Correct ink coverage and photo clarity will be determined by these samples.

The University will notify the bidders in writing as to the acceptability of their samples submitted.

All questions pertaining to the Technical Specifications shall be directed to Ms. Joy Hakoda, Assistant Publications Manager, telephone (808) 956-3440.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement, Property and Risk Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The Printing, Binding, and Delivery of the 1997-1999 General and Graduate Information Catalogs shall be in accordance with the terms and conditions of IFB No. 97-072 and the General Provisions dated February 23, 1996 included by reference. Copies of the General Provisions are available at the Office of Procurement, Property and Risk Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:
<http://www.state.hi.us/bids/notice03.htm>

2. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Ms. Joy Hakoda, Assistant Publications Manager, telephone (808) 956-3440.

3. PRINTING, BINDING, AND STATIONERY WORK

Attention of bidders is directed to Section 103D-1003, Hawaii Revised Statutes, requiring that all printing, binding, and stationery work for the State shall be performed within the State, unless it is established that such work cannot be performed within the State, or the lowest price for such work within the State exceeds that of a mainland firm by FIFTEEN PERCENT (15%).

4. COPY DELAY CLAUSE

If the copy schedule as shown in the Technical Specifications is delayed by the University, the delivery dates shall be moved forward from the dates indicated by the number of days of the delay.

5. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representatives to coordinate delivery of the Catalogs.

6. CERTIFICATION OF RECYCLED CONTENT

Bidders shall complete the Certification of Recycled Content Form (see page BID - 5) to ensure that the paper offered is of recycled content. The Certification of Recycled Content shall be completed by the **bidder**. Bidders shall attach manufacturer's specifications or certification.

7. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to the Office of the Senior Vice President and Executive Vice Chancellor, University of Hawaii at Manoa, 2444 Dole Street, Bachman 105, Honolulu, Hawaii 96822.

8. SUBCONTRACTING

General Provision Section No. 5.3 entitled Subcontracting and Assigning, is not a part of the General Provisions of the contract and has been replaced by the following:

SUBCONTRACTING

The Contractor is allowed to subcontract any portion of the contract. The Contractor shall provide a listing of all subcontractors to be used, at the time of bid opening. (See page BID - 4). No subcontract shall, under any circumstances, relieve the Contractor of its obligation and liability under its contract with the University, and all persons engaged in performing the work covered by the contract shall be considered employees of the Contractor.

9. ASSIGNMENT OF CONTRACT

General Provision Section No. 5.3 entitled Subcontracting and Assigning, is not a part of the General Provisions of the contract and has been replaced by the following:

ASSIGNMENT OF CONTRACT

The University shall not allow the Contractor to assign the contract to any other person or firm without written permission from the Procurement Officer and no assignment made without such permission will be recognized.

10. TAX CLEARANCE FOR CONTRACTS

GENERAL PROVISION 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

TAX CLEARANCE FOR CONTRACTS

In accordance with Section 103-53, HRS, bidders shall submit with their bid packages, original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. In the event bidders are unable to obtain a tax clearance by mail in time to include it with their bid

packages, bidders may submit a completed OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, in place of the DOTAX Form A-6, with their bid packages. However, an original tax clearance must be provided before contract award. Tax clearances obtained shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the bidder, have been paid. This shall apply to all contracts, whether with Hawaii bidders, out-of-state bidders, or nonprofit organizations.

This shall not apply to bidders if the State of Hawaii Department of Taxation certifies that the bidder is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Offers that are not accompanied by original tax clearances or OPPRM Form 128, CERTIFICATION FOR TAX CLEARANCE, may be considered as non-responsive and may be rejected.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC
300 Ala Moana Boulevard, #50089
Honolulu, Hawaii 96850-4922
Telephone No.: (808) 541-1160
- b. Department of Taxation
State of Hawaii
Oahu District Office
P.O. Box 259
Honolulu, Hawaii 96808-0259
Telephone No.: (808) 587-4242
Toll-Free: 1-800-222-3229

11. TAX CLEARANCE FOR FINAL PAYMENT

GENERAL PROVISION 7.2 entitled Tax Clearance, is hereby deleted and shall be replaced by the following:

TAX CLEARANCE FOR FINAL PAYMENT

In accordance with Section 103-53, HRS, final payment for the settlement of the contract will not be made by the University until the Contractor has submitted to the University original tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service. Tax clearance shall certify that all tax returns due have been filed, and all taxes, interest, and penalties levied or

accrued under the provisions of Title 14 that are administered by the State of Hawaii Department of Taxation and under the Internal Revenue Code against the Contractor have been paid.

Notwithstanding Sections 40-57 and 40-58, HRS, if a Contractor fails to provide the original tax clearances within SIX (6) months of the notice of final settlement or completion date of the contract, the University shall assign the final settlement payment in an amount not to exceed the tax liability to the State of Hawaii Department of Taxation or Internal Revenue Service, provided that the State of Hawaii Department of Taxation may first offset its tax debt against the sum owed to the Contractor. This shall apply to all contracts whether with Hawaii vendors, out-of-state vendors, or nonprofit organizations.

The foregoing shall not apply to the Contractor if the State of Hawaii Department of Taxation certifies that the Contractor is in good standing under a plan in which delinquent taxes are being paid to the State of Hawaii Department of Taxation (and the Internal Revenue Service, if applicable) in installments.

Any questions pertaining to tax clearances may be addressed to the following:

- a. Internal Revenue Service, Compliance Division - LTC
300 Ala Moana Boulevard, #50089
Honolulu, Hawaii 96850-4922
Telephone No.: (808) 541-1160
- b. Department of Taxation
State of Hawaii
Oahu District Office
P.O. Box 259
Honolulu, Hawaii 96808-0259
Telephone No.: (808) 587-4242
Toll-Free: 1-800-222-3229